

MINUTES
#08-12-13
October 8, 2012
SALARIES AND GRIEVANCES COMMITTEE
LOWER LEVEL CONFERENCE ROOM - CITY HALL

DATE: October 8, 2012

TIME: 4:15 pm

PLACE: City Hall

Lower Level Conference Room

Members: Alderpersons, Chair Cory Roeseler; Vice Chairman Julie Kath;
Jodi VanDer Weele; David Van Akkeren; Mary Lynne Donohue

Ex-officio Member: Sandy Rohrick, Human Resources Manager

Excused:

Others in Attendance: Jim Amodeo, Sue Richards, Don Hammond, Marge Mattern, Dolcye Johnson

OPEN:

1. Call meeting to order.

Ald. Roeseler called the meeting to order at 4:15 pm.

2. Pledge of Allegiance.

The Pledge was recited.

3. Approval of the September 10, 2012 Minutes.

MATTERS REFERRED:

5. Council Doc. 8.7
Subs of G.O. 16 -12-13 An Ordinance repealing and recreating Section 82-126 of the Municipal Code relating to compensation for overtime worked by non-represented employees of the City.

Motion by Ald. Van Akkeren to add the start date of January 1, 2013, Second by Ald. Donohue, Ayes: 5, Nays: 0.

6. Council Doc. 3.12
R. O. 159-12-13 A Communication from Jack Wirtz, President of Sheboygan County Taxpayers Alliance recommending that something be done to establish the duties of the City Administrator and of the Mayor.
Motion by Ald. Van Akkeren to file, Second by Ald. VanDer Weele,

Ayes: 5, Nays: 0.

7. Council Doc. 7.4
R. O. 160-12-13

Submitting the current Job Description of the Chief Administrative Officer.

Under discussion:

Ald. Hammond indicated that the job description that was sent to the Common Council meeting last fall wasn't the one that was approved. After reviewing and researching the minutes from the previous meetings (Salaries & Grievances and Committee of the Whole) there was an ordinance that changed who the CAO reports to, and another amendment was the CAO was under the direction of the Common Council with input from the Mayor. That was what was put through to Council.

Ald. Donohue made a motion to approve the corrected job description. Second by Ald. Kath.

Under Discussion:

Ald Van Akkeren stated that the incorrect job description was put through by mistake, there needs to be a corrected General Ordinance to reflect the change.

Ald. Hammond indicated after watching the Council minutes of the previous meetings it reflects what was said and that the intent was there; there was an administrative error.

There were dual referrals: G O 24-11-12 and G O 25-11-12

- 1) 9/14/11 Committee of the Whole (page 148, filed RC 183-11-12 and RC 184-11-12)
- 2) 9/26/11 Salaries & Grievances (page 145 accepted and adopted RC 196-11-12 and RC 197-11-12)

Both Committees recommended changes to the job description i.e. "reports to Common Council President" and all other parts of the document the notes reflect that he is "under the direction of the Common Council with input from the Mayor"

That change never got reflected by the previous HR Department Head.

Ald. Van Akkeren indicated that the minutes of the Common Council, 10/3/11, there was an RC by the Committee the Whole, and the motion was to file that document, the vote was 9 to 5.

Sue Richards stated the reason for filing the RC's (see page 148 of the Common Council minutes from 10/03/2011) they were dual referrals. The documents that went to S & G was approved, (RC 196 -11-12 and RC 197-11-12), recommending approval of the job description, as approved by the Committee of the Whole.

Ald. Hammond mentioned that there was the substitute ordinance that amended the job description of the CAO. The amended job description was properly acted on. The verbage passed stated the CAO would work under the direction of the Common Council with input from the Mayor

Sue Richards indicated it's recorded (audio) what the Salaries and Grievances Committee did, but Salaries and Grievances did not provide the amended job description to her for the Council records.

Ald. Donohue stated that the ordinance is in place and there is no question on the ordinance. We are a little unclear as to the status of job description. The job description came from S & G and was adopted by Common Council. We did not need to go through this again. Donohue's position was that we (Salaries and Grievances Committee) do not need to go through this again rather follow through on what was already approved.

Sandy Rohrick stated that new ordinances are created to reflect major changes to a job description and then is brought to Council for approval.

Sue Richards indicated to send an amended substitute ordinance to Council and attach the correct job description (revised 10/08/2012).

Ald. Hammond stated that this action would clarify what was passed. The document that was distributed at this meeting is what was approved in the committees and passed by the Common Council. There was an administrative error only after the 10/03/2011 Common Council meeting and the correct job description was not forwarded to the Clerk's office for the recording.

Ald. Donohue indicated that the job description that was distributed to the members at this meeting was passed last year. As a citizen, last year, reading the paper. "I thought the Mayor would be doing far less, less power because of the CAO, which was approved by the Council. I really don't want to be a part of a discussion or procedure that throws this back on the table. This document reflects what Salaries and Grievances did in September. It makes the most sense, with efficiency, and the good of the body for Salaries and Grievances to amend the ordinance. I'll rescind my motion I made earlier. I make a motion that this Committee affirm the decision that was made on 9/26/11, and the changes that were sent to Council".

There was no second to Ald. Donohue's original motion, so even though she rescinded the motion, motion failed.

Ald. Kath made a motion to accept this document with the changes (as modified on 10/08/2012).
Second by Ald. Donohue

Under discussion:

Ald. Van Akkeren stated that the minutes from S & G and Common Council does not show the changes.

Ald. Kath stated just make a change to the ordinance

Ald. Vander Weele stated the Committee needs to clarify what was approved.

Ald. Van Akkeren: if this was done by mistake, this would require an amendment or a new ordinance to reflect the changes

Sandy Rohrick: This would require an RC.

Motion by Ald. Kath, Second by Donohue to submit to Council an RC to reflect the current changes in the job description, Ayes: 4, Nays: 1 (Van Akkeren), Motion passes.

8. Set date and time of next Committee meeting.

Tentative - Monday, October 22, 2012.

9. Adjourn

Motion to adjourn by Ald. Kath, Second by Ald. Vander Weele, All Ayes, Motion passes.

Persons with disabilities who need accommodations to attend the meeting should contact the Human Resources Department at the following address as soon as possible: City Hall, Room 204, 828 Center Avenue, Sheboygan, WI. PH: 920/459-3373.